

|                   |                              |                     |
|-------------------|------------------------------|---------------------|
| Community Address | Name of Project              |                     |
|                   | DNR P&S Approval Number      | WPDES Permit Number |
|                   | Clean Water Fund Loan Number | Grant Number        |
|                   |                              | Manual Prepared By  |

Page Number      Completeness (S=Satisfactory; Inc.=Incomplete; N/A=Not Applicable)  
S   Inc.   N/A

A. GENERAL

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Telephone numbers and addresses - emergency, DNR offices, utilities, chemical suppliers, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Purpose and use of the manual   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Table of Contents   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Bypass reporting procedure  |

VOLUME I

B. STAFFING

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Staffing requirements and personnel qualifications |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Operator responsibilities and duties               |

C. RECORDS SYSTEM

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Purpose of records  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. A recommended system  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Sample forms (i.e., Maintenance Records System, Equipment Inventory Card System and Daily Logs) |

D. LABORATORY

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Purpose for testing                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Terms and definitions                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Inventory of laboratory equipment and supplies |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Laboratory safety                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Laboratory and sampling techniques             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Individual tests                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Description of test                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Sample type and location                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Sampling frequency and handling                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Needed equipment                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Test procedure                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Sample calculations and interpretation         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Expected ranges                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Summary chart for sampling and testing         |

E. SAFETY

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. General discussion  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Hazards   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Physical injuries   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Pathogens (recommended inoculations)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Oxygen deficiency and noxious gases                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Electrical safety   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Explosion and fire  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Chemical safety   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Equipment safety  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Laboratory safety   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Summary of hazardous areas                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Safety equipment and first aid kits (types and locations) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Accident reports  |

F. UTILITIES SUMMARY (gases, electrical, water, etc.)

G. ELECTRICAL SYSTEMS

- |                          |                          |                          |                             |
|--------------------------|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Distribution and control |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Alternate power          |

H. APPENDIX (not required for draft acceptance)

1. Discharge permit
2. Local sewer ordinance and user charge system
3. Summary of industrial dischargers
4. Water quality standards
5. Needed forms
6. Chemicals used in plant and laboratory
7. Vulnerability analysis
8. Emergency response program
9. Mutual aids agreements
10. Equipment suppliers and service representatives
11. Conversion factors, glossary and abbreviations
12. MOP #1
13. Estimating staffing (US EPA)
14. Chlorine manual
15. DNR P&S approval letter and design report
16. Compliance Maintenance Report (NR 208 requirement)

VOLUME II

I. PROCESS DESCRIPTION, OPERATION AND CONTROL (not required for draft acceptance)

1. General description
2. Plant layout and yard piping
3. Hydraulic profile (inverts and weir elevations)
4. Detailed design data and unit efficiencies
5. Valves and gates schedule
6. Unit processes
  - a. Purpose and description
  - b. Start-up and normal operation
  - c. Alternate operation
  - d. Emergency operation
  - e. Controls (flow, electrical, lab, etc.)
  - f. Operational problems and corrective actions
  - g. Equipment data sheet

J. SLUDGE MANAGEMENT (not required for draft acceptance)

1. General discussion
2. Sample forms (completed)
3. Site approval procedure
4. Description of approved sites (at least one site must be approved)

K. MAINTENANCE (not required for draft acceptance)

1. Purpose and general discussion
2. Recommended spare parts, tools and lubricants
3. Recommended maintenance schedule summary (daily, weekly, etc.)
4. Each unit process or piece of equipment
  - a. Specific description
  - b. Data sheet
  - c. Maintenance schedule (i.e., chart)
  - d. Diagrams
5. Painting schedule and paints types
6. List of manufacturers' manuals

VOLUME III (three volume manual is only a suggestion and is not mandatory)

L. MANUFACTURERS' MANUALS

M. FORMAT

1. Is the manual written with operator in mind?
2. Are index tabs provided for chapters and main sections?
3. Is the manual well organized for convenient use?
4. Does the user find the manual satisfactory?
5. Comments

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We certify that, to the best of our knowledge, the O&M Manual developed for the project stated on page 1 of this form meets or exceeds the State requirements for such a document.

|                                       |             |
|---------------------------------------|-------------|
| Project Engineer's Signature          | Date Signed |
|                                       | Title       |
| Authorized Representative's Signature | Date Signed |
|                                       | Title       |

I certify that I have reviewed the O&M Manual developed for the project stated on page 1 of this form and find that the section meets the training and information requirements for this facility.

|   |             |
|---|-------------|
| Facilities Certified Operator's Signature | Date Signed |
|   | Title       |

LEAVE BLANK - FOR DNR USE ONLY

|                      |               |
|----------------------|---------------|
| Name of DNR Reviewer | Date Received |
|----------------------|---------------|

This certification has been reviewed by me and is acceptable.

|                     |               |
|---------------------|---------------|
| Reviewer's Initials | Date Reviewed |
|---------------------|---------------|